



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**  
Banica, Roxas City  
E-mail: capiz@deped.gov.ph



July 21, 2017

DIVISION MEMORANDUM

No. III, s. 2017

**2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
FOR SY 2017-2018 OF ELEMENTARY SCHOOL HEADS**

To: Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary Schools

1. The **2<sup>nd</sup> Division Management Committee (MANCOM) Meeting for SY 2017-2018 of Elementary School Heads** of DepED-Capiz Division will be held on **Monday, July 31, 2017** from 8:30 am to 5:00 pm. The venue will be announced later.
2. Authorized to attend the meeting are the following:
  - 2.1. Acting Asst. Schools Division Superintendent
  - 2.2. Chief Education Supervisors, CID and SGOD
  - 2.3. Education Program Supervisors, CID and SGOD
  - 2.4. Public Schools District Supervisors
  - 2.5. Senior Education Program Specialists (Planning & Research, HRD, Soc. Mob. & M&E)
  - 2.6. Attorney III (Legal Services)
  - 2.7. Administrative Officer V (Budget)
  - 2.8. Administrative Officer IV (Personnel)
  - 2.9. Accountant III
  - 2.10. Information Technology Officer I (ICT Services)
  - 2.11. Engineer III (Education Facilities)
  - 2.12. Elementary School Heads
3. A registration fee of **Four Hundred Fifty Pesos (Php 450.00)** shall be charged each elementary school head/participant to defray expenses for food (2 snacks and 1 lunch) chargeable against school MOOE while that of the SDO personnel shall be charged from the Division MOOE/INSET fund, both subject to the usual accounting and auditing rules and regulations.
4. For the information and guidance of all concerned, attached is the List of Elementary School Head Participants.
5. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent 